

N4740801D8218
STATEMENT OF WORK
Product Line Process Improvement

1.0 BACKGROUND. The Naval Facilities Engineering Command (NAVFAC) manages the planning, design and construction of shore facilities for U.S. Navy activities around the world, providing the Navy's forces with a variety of shore support services. NAVFAC is a global organization with an annual volume of business in excess of \$8 billion. As an integral member of the Navy and Marine Corps team, NAVFAC offers and delivers timely and effective facilities engineering solutions worldwide. In order to effectively deliver these services, NAVFAC must develop and maintain highly innovative and cost effective business processes and practices.

2.0 SCOPE. The scope of this effort is to provide expert advice, assistance, guidance, or counseling in support of the NAVFAC's business processes. This requirement may also include studies, analyses and reports documenting any proposed developmental, consultative, or implementation efforts in relation to business line processes. This effort may involve any or all of the major business lines that NAVFAC conducts, including:

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| ?? Base Development, Planning, and Design | ?? Military Operations and Contingency Engineering |
| ?? Military Construction | ?? Acquisition |
| ?? Public Works | ?? Real Estate |
| ?? Utilities & Energy Services | ?? Family & Bachelor Housing |
| ?? Base Realignment and Closure | ?? Ocean Engineering |
| ?? Environmental Programs | ?? Transportation Planning & Management |
| ?? Weight Handling | |

3.0 REQUIREMENTS. The contractor shall provide consulting, advice, assistance, guidance, or counseling in support of NAVFAC product lines. The following types of tasks may be required:

- A. Reporting, compiling, and analyzing data on current business procedures at various NAVFAC offices worldwide.
- B. Benchmarking processes.
- C. Establishing prototypes and strategic models for processes and incorporating web-based solutions and technology alternatives in the prototypes and models.
- D. Analyzing current product line processes for redundancy, efficiency, cost effectiveness, and duplication of functions and effort.
- E. Recommending changes, improvements, standardization, and alignments to product line processes.
- F. Providing expert advice on new business processes, procedures, innovations, and methodologies.

G. Assisting NAVFAC teams in developing new or updated procedures for implementation.

H. Facilitating small and large group meetings, working groups, integrated product, process or self directed teams.

I. Convening and/or leading small and large group briefings and discussions.

J. Participating in on-site technical meetings.

4.0 PLACE OF PERFORMANCE. The place of performance will be specified in individual delivery orders.

5.0 PERIOD OF PERFORMANCE. The period of performance will be specified in individual delivery orders.

6.0 DELIVERY ORDERS. The contractor shall perform work as specifically authorized in individual delivery orders that will be issued by the Contracting Officer or a duly authorized Ordering Officer.

7.0 DOCUMENTATION. All required technical information, reports, and data shall be delivered as provided in individual delivery orders.